**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of a meeting of Heybridge Basin Parish Council held on Tuesday 22nd February 2022 at 7.30pm

Present – Cllrs J. Sjollema (Vice Chair), R. Bryson, M. Hodges, L. Schnurr, C. Edmond, B. Heubner

Also present – G. Lake – Clerk, A. Hilton (HPC Clerk), District Cllr A. Beale, 4 members of public

1. **The Chair to open the meeting**

Cllr Sjollema opened the meeting.

1. **To elect The Chair of Heybridge Basin Parish Council for the remainder of the 2021/2022 term of office.**

**It was resolved that Cllr Sjollema would be the new Chair of the Council.**

Cllr Heubner abstained from voting.

1. **To receive notification from any person attending with the intent to record the meeting.**

The Clerk advised the meeting would be recorded.

1. **To receive apologies for absence.**

There were no apologies.

1. **To receive Declarations of Interest in accordance with the Council’s Code of Conduct and with section 106 of the Local Government Finance Act 1992.**

Declarations received from Cllr Bryson – Non-Pecuniary DMCP, Cllr Edmond – Non-Pecuniary Essex Waterways and Cllr Heubner – Non-Pecuniary DMCP

1. **To receive a report from the District and County Councillors for the area on any matters of interest.**

A verbal report was received from Cllr Heubner who will keep council updated on ongoing matters.

1. **Correspondence:**
2. Email RE: Overgrown Hedges Basin Road

Numerous emails had been received regarding the overgrown hedges and vegetation in Basin Road. The Clerk, Cllr Heubner and some members of the public had already reported them to highways who had responded saying someone would be out to inspect the area within 28 days.

1. Email RE: Maldon & Heybridge Heritage Harbour Association

Cllr Edmond declared a non-pecuniary interest.

Maldon & Heybridge Heritage Harbour Association had sent an email asking whether the council would like to become members at an annual cost of £20. **It was resolved that the council would become a member.**

1. Email RE: Environmental Agency

The Clerk reported that local MP John Wittingdale had contacted the EA on the council’s behalf. The EA had responded with the same response they had previously given the council. It was discussed that the council could create a campaign to show how much of a priority the flooding in the village is. It was mentioned that some of the ditches being full of foliage was not helping the situation. **It was resolved that the Clerk would contact Anglian Water regarding some of the ditches in the village.**

1. **To sign as a correct record the minutes of the meeting held on 18th January 2022. (Appendix 1)**

 **The Minutes as previously circulated were agreed as a correct record.**

1. **To sign as a correct record the minutes of the extraordinary meeting held on 1st February 2022. (Appendix 2)**

**It was resolved to approve the minutes as amended.**

The top of the Minutes to read ‘Minutes of an EXTRA ORDINARY meeting of Heybridge Basin Parish Council held on Tuesday 1st February 2022 at 7.00pm’

1. **Finance.**
2. To approve
3. Payment requests for January 2022/February 2022 *(schedule to be circulated).*
4. Receipts for January 2022/February 2022 *(schedule to be circulated).*

 **The Payments and Receipts as previously circulated were approved.**

1. **MDC Local Development Plan**
2. To receive an update from the task and finish group and agree any action to be taken.

There was no update as the Task and Finish Group had not met prior to the meeting. The Clerk recommend that the Task and Finish Group be disbanded, and that Cllrs make individual comments if they wish, due to the deadline.

**It was resolved that the Clerk would forward the joining instructions for the Parish Forum to all members. It was also resolved that members would email their comments to the Clerk who would forward to MDC.**

1. **Mirrors on Basin Road**
2. To receive an update regarding the application to the LHP for Mirrors on Basin Road and agree any action to be taken.

The Clerk advised that the Local Highways Panel had rejected the application for Mirrors on Basin Road due to health and safety issues.

**It was resolved that Cllr Hodges and the Clerk would work together to write a response back to the LHP. It was resolved that Cllr Heubner would add this issue into his speeding report and would share his wording with the Clerk.**

1. **Annual Document Review**
2. To consider forming a Task and Finish Group(s) to review the following documents:
* Standing Orders
* Financial Regulations
* Code of Conduct
* Data Protection Policy
* Press and Media Policy
* Risk Assessment

 The Clerk advised that the documents needed to be reviewed and approved by the May meeting.

 **It was resolved that a Task and Finish Group be set up consisting of Cllrs Heubner, Sjollema, Schnurr and the Clerk to review the documents and present to full council at the April meeting.**

1. **The Queen’s Jubilee Celebrations Thursday 2nd June 2022 – Sunday 5th June 2022**
2. To consider which style of beacon to purchase and agree any action to be taken.

**It was resolved that the Clerk would order the 21CC Group 1 Beacon.**

1. To consider forming a Task and Finish Group to consider plans for The Queen’s Jubilee Celebrations.

**It was resolved that a Task and Finish Group be set up consisting of all members of the council. It was also resolved that the Task and Finish Group would present their recommendations at the April meeting.** The Clerk recommended a poll be put up on the council’s official Facebook Page regarding possible event dates. W

1. **Exercise Equipment**
2. To discuss the potential of funding of an outdoor gym area at St George’s Field and agree any action to be taken.

Cllr Sjollema advised that she had been approached from several residents regarding the possibility of a Green Gym being installed on St George’s Field.

**Cllr Schnurr does not support this proposal.**

**It was resolved that the Clerk would contact MDC to see if permission could be obtained to use their land.**

1. **Street Light Maintenance**
2. To discuss the tender process and agree any action to be taken.

**It was agreed that Clerk would seek 3 quotes and present to full council for consideration.**

1. **Land Ownership at St George’s**
2. To receive an update regarding the land ownership and agree any action to be taken.

The Clerk advised that HM Land Registry suggested looking at Guide 4 on their website (previously circulated). Cllr Hodges informed members that land is currently registered, but if the council can demonstrate that they have had factual possession for a minimum of 10 years, council could complete a form and a pay a small fee of around £45, HM Land Registry will give judgement after 65 days on whether the council can take ownership.

**It was resolved that the Clerk would liaise with the Clerk at HPC regarding the length of time the council has been maintaining the land. It was also resolved that if HPC confirmed the correct length of time, the Clerk would complete the application and pay the fee to HM Land Registry.**

1. **Planning Applications**
2. To consider any planning applications received after the publication of the agenda and to agree the action to be taken (*applications to be circulated).*

There were no applications.

1. **Clerk’s Report**
2. To receive a verbal report from the Clerk about any outstanding matters and to take action as required, to include:
3. ECC Locality Fund - The Clerk reported that the last correspondence between the Clerk and Cllr Durham confirmed there was no further funding available.
4. Goal Posts on St George’s Field – The Clerk reported that MDC currently do not have the funds towards the costs of replacing the posts. MDC to confirm to the Clerk should further funding be available after April. **It was resolved that the Clerk would contact MDC for information regarding maintenance and insurance should the council be able to cover the costs themselves via funding or a donation.**
5. SLCC – The Clerk explained what the SLCC is and how it would be beneficial for the Clerk to become a member. The cost of membership would be an £8 joining fee and a £112 a year subscription. **Members approved the membership.**
6. Cllr Group Training – The Clerk asked Cllrs to email over their availability in order for a group training date to be organised with EALC.
7. St George’s Church funding – The Clerk confirmed that an application had been made for sensor outside lights to the Church, and that the decision was still pending. The Clerk was waiting for the quote from the local contractor. **A member of public handed the quote to the Clerk to be sent over.**
8. United Reformed Church – The Clerk informed members that 3 attempts had currently been made to contact Tim Howson at MDC. **It was resolved that the Clerk would forward emails to Cllr Heubner, who would contact Tim Howson.**

**At 21:02pm Councillor Sjollema and Amanda Hilton left the meeting.**

**It was resolved that Councillor Edmond would chair the meeting.**

1. **DMCP Resident’s Parking**
2. To discuss residents parking within DMCP (*Public Participation – 15 Minutes)*

 The Clerk advised members this was an opportunity for residents present to address members with regards to DMCP matters.

A member of public said they believed that the residents parking should be permits and that everyone regardless of being a resident or not should pay for parking. The member of public also felt that Basin Road should be permit parking too.

**Councillor Sjollema returned to the meeting at 21:08pm and resumed chairing the meeting.**

Cllr Bryson clarified that the council wished to yellow line Basin Road before addressing DMCP, but due to the cost of the review from Essex Highways (around £3k). It was decided that works to the DMCP would be addressed as a priority.

 Another MOP requested up to date village signage. Cllr Bryson confirmed County Cllr Durham had previously confirmed there was no current funding available.

1. **To receive questions from members of the public**
2. To receive questions from members of the public regarding any other item on the Agenda. (*5 Minutes)*

A member of public asked what SLCC stood for. Cllr Heubner and the Clerk responded that it was the Society of Local Council Clerks.

1. **Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be excluded and they are instructed to withdraw.**

**Councillor Sjollema left the meeting.**

**It was resolved that Councillor Edmond would chair the meeting.**

**It was agreed that members were happy to extend the meeting and continue until all items had been discussed.**

1. **Daisy Meadow Car Park**
2. To receive an update from the Clerk and consider any actions to be taken – The Clerk gave a verbal update allowing the council to proceed with the DMCP Contract. Cllr Edmond gave thanks to the Clerk on behalf of the council for dealing with this matter.
3. To receive an update regarding the Contract and to agree the action to be taken – **It was resolved that council were happy with the final copy of the contract. Cllr Edmond and the Clerk signed the contract. It was resolved that the Clerk would send the signed contract to Smart Parking and confirm a commencement date.**
4. To discuss residents parking within DMCP and agree any action to be taken – Cllr Edmond withdraw his previous proposal. **It was resolved that the council would adopt the MDC framework for residents paid parking permits. It was resolved that Cllr Hodges would draft an application form. Cllr Schnurr abstained from voting.**
5. To discuss a letter received from Tiptree Tea Rooms and agree any action to be taken – Cllr Bryson declared a non-pecuniary interest in the tearoom. **It was resolved that the Clerk would contact the Tea Room to ascertain who would be paying for the parking. It was resolved to issue permits costing £20 per month per staff member vehicle, up to 6 vehicles. It was resolved that Cllr Hodges would draft an application form.**
6. To discuss DMCP Committee and agree any action to be taken – It was resolved to disband the DMCP Committee. **It was resolved to set up a Task & Finish Group consisting of Cllrs Heubner, Bryson, Edmond, Schnurr and Hodges. It was resolved that the Clerk would contact the monitoring officer regarding the rules of the Task & Finish Group.**

There being no further business the meeting closed at 22:30pm

Provisional Date of Next Council Meeting Tuesday 15th March 2022

Clerk Contact details: clerk@heybridgebasinpc.org.uk

Website: [www.heybridgebasinpc.org.uk](http://www.heybridgebasinpc.org.uk)